



**South Coast Air Quality Management District**

**Engineering & Compliance**

*Policies &  
Procedures*

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**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**

**ENGINEERING AND COMPLIANCE**

**MEMORANDUM**

**DATE:** September 28, 2001

**TO:** Engineering & Compliance Managers

**FROM:** Mohsen Nazemi /s/ MN

**SUBJECT:** Procedure for Posting New Engineering Policy & Procedure Memoranda to AQMD Website

The Operations Team has initiated the process of posting our current and historical Engineering Policy and Procedure Memos on the Airnet and on AQMD's Internet site. These memos can be accessed by clicking on "Program Websites," then "Permitting," then "Policies & Procedures." This process is intended to make it easier for AQMD staff and outside parties to obtain copies of these documents.

Operations Team staff is continuing to prepare existing Policy & Procedure Memoranda for posting. They will also be posting new Policy & Procedure Memos as they are issued. Please have your supervisory staff submit each Policy and Procedure Memo generated by your team for Manager review and to myself and Carol for final approval. Once final approval is obtained, please forward a signed copy and an electronic copy to the Operations Team (Mitch Haimov/Ken Coats) to ensure consistent and timely posting of these memos to our website. Please submit only those Policies and Procedures which have a direct bearing on Engineering operations. Operations Team is responsible to update the Policies & Procedures to ensure new policies which may supersede an old policy are appropriately identified. However, I would like to ask each team to also routinely review the Policies & Procedures on the Airnet to assure that they are still applicable and that the most recent memos are forwarded to Operations Team for posting.

If you have any questions, please contact Mitch Haimov at extension 3129 or Ken Coats at extension 2527. Thank you for your cooperation.

cc: Carol Coy

WCT:GLT:MH:KLC

cc: Ken Mangelsdorf